



# USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: USAID/306/18/19/OPPD**

**ISSUANCE DATE:** April 18, 2018

**CLOSING DATE/TIME:** May 03, 2018

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Development Program Specialist (Monitoring & Evaluation), FSN-11 (Multiple Vacancies)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Gezim Hysenagolli  
Contracting Officer

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: USAID/306/18/19/OPPD**
- 2. ISSUANCE DATE: April 18, 2018**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: May 03, 2018 no later than 4:30 pm Kabul time.**
- 4. POSITION TITLE: Development Program Specialist (Monitoring and Evaluation) (Multiple Vacancies)**
- 5. MARKET VALUE: Equivalent to FSN-11 (Step 1-13)**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy Afghanistan. Final compensation will be negotiated within the listed market value.
- 6. PERIOD OF PERFORMANCE:** The period of performance is one year, with the possibility of extensions up to a total of five years, subject to availability of funds, satisfactory job performance and need for continued service.
- 7. PLACE OF PERFORMANCE: Kabul, Afghanistan.**
- 8. SECURITY LEVEL REQUIRED:** As an employment precondition, the successful applicant is required to obtain U.S Embassy Afghanistan RSO Security Clearance.
- 9. STATEMENT OF DUTIES**

**1. General Statement of Purpose of the Contract**

The Development Program Specialist (Monitoring and Evaluation) is a senior Cooperating Country National (CCN) position in the USAID/Afghanistan Office of Program and Project Development (OPPD). The incumbent is a key member of the Monitoring, Evaluation, and Learning (MEL) Team. The incumbent's main role is to provide expert technical assistance and advice in implementing strong performance management practices at USAID/Afghanistan with particular attention to monitoring, evaluation, and learning. In that role, the incumbent will have the lead management responsibility for the Mission-wide MEL contract, overseeing the contractor's performance and ensuring high quality deliverables as the contractor conducts evaluations, assessments, third-party monitoring, and a variety of other program management and learning tasks, including training, for any of the seven Mission technical offices. The incumbent will support OPPD and the Mission more broadly in implementing evidence-based approaches, including management of MEL-related processes and deliverables which requires communication and collaborating closely with technical specialists and management across all technical sectors in the Mission. The incumbent supports M&E and learning at the Mission by advising on the design and implementation of M&E systems in-line with USAID policy and the Mission's multi-tiered monitoring approach. Key to his/her role will be the coordination of program monitoring, evaluation, assessment, and reporting activities, and strategically linking

M&E findings to continuous learning and decision-making. The incumbent plays an important data quality assurance role, advising technical teams in all sectors on Agency and Mission policies, procedures, and guidelines related to performance management. The incumbent will support data analysis and utilization to inform learning and decision-making. The incumbent has an important role in ensuring the Mission plans for sound data collection and analysis to effectively measure progress toward Development Objectives.

## **2. Statement of Duties to be Performed**

### **Project management and implementation**

- Serves as a Contracting Officer Representative (COR) for the Mission-wide M&E contract, and assumes all the duties and responsibilities that designation entails, including serving as the technical liaison between the Contracting Officer (CO) and the contractor. Manages overall contract performance, including reviewing work plans and performance reports. Works with the CO to complete any contract modifications.
- Manages and provides quality control and oversight of contractor-produced M&E deliverables, including by providing expert technical assistance to technical offices on statement of work (SOW) development and deliverable review; developing and implementing standard operating procedures and review processes to ensure high quality deliverables; and working closely with the contractor to troubleshoot any quality or performance issues.
- Provides oversight of administrative requirements of M&E contract management, including but not limited to financial management, timely submission of quarterly accrual estimates and financial reporting, and analysis for quarterly financial reviews.
- Serves as the liaison between the contractor as a service provider and technical offices as clients. Advises technical offices, including other project managers, on planning for evaluations. Coordinates communication between OPPD, technical offices, and the contractor to ensure timely production of deliverables. Tracks and manages progress in planning and implementing evaluations, assessments, and other analytical work performed under the contract, including the approval of SOWs, work plans, briefing materials, and reports.
- Manages, organizes, and maintains all project files, both hard copies and electronic files, on the USAID system. This includes timely and efficient data submissions to Afghan Info.
- Ensures that the Mission is in compliance with public information dissemination requirements, including use of the Development Experience Clearinghouse and USAID Development Data Library, for relevant deliverables.
- Prepares for and participates in Mission program reviews, data calls, and presentations related to the contract.

## **Monitoring and evaluation technical support**

- Works closely with OPPD MEL leadership and technical offices to ensure compliance with Mission policies and requirements (per the USAID Automated Directives System (ADS) and Mission Orders), particularly as they relate to evaluations, performance monitoring, and third party oversight.
- Manages the mission-wide evaluation plan. Ensures that the evaluation plan effectively addresses ADS requirements for required evaluations. Makes recommendations to ensure that planned evaluations and assessments inform, or are consistent with, a broader learning agenda. Serves as the focal point for evaluation-related reporting, including in the annual Performance Plan and Report (PPR) Evaluation Registry.
- Supports technical offices in developing appropriate responses to the findings and recommendations in evaluation reports. Ensures that Post-Evaluation Action Plans are established to track utilization of evaluation findings and recommendations, and that utilization is effectively summarized in the PPR Evaluation Registry and other relevant internal and external communication and reporting products.
- Collaborates and coordinates with OPPD M&E backstops to provide M&E support for technical offices including but not limited to developing M&E frameworks, choosing appropriate indicators, and integrating evaluation and learning into project and activity design and implementation. In collaboration with backstops, provides technical expertise and guidance for internal and external reporting, including the PPR; portfolio reviews; project and activity MEL plans; and M&E reviews.
- Contributes to the development of and facilitates trainings, presentations, and briefings for internal and external audiences on USAID/Afghanistan M&E policies, procedures, and practices.
- Assists OPPD and MEL team leadership with responding to periodic data calls, audits, and taskers, as well as responding to ad hoc requests for information related to M&E and program implementation.
- Mentors and helps train incoming Mission staff on USAID performance management policies and procedures.

## **Strategy and program implementation**

- Reviews USAID/Afghanistan's M&E systems by assessing available information on the systems, opportunities and challenges, staff capacity, and the linkages of M&E information to decision-making. As applicable, develops and helps implement recommendations to improve Mission M&E practices and procedures.
- Advises on the identification of high-level evaluation and learning questions and opportunities during strategy development, project design and implementation, and activity design and implementation, in line with ADS requirements on MEL planning.

- Works with technical offices to ensure that relevant M&E data is synthesized and integrated into planning and decision-making during strategy development and project design.
- Assists with drafting and implementing the Mission Performance Management Plan (PMP), including adherence to relevant procedures and frameworks related to evaluations and collaboration, learning, adaptive management.
- Develops and maintains M&E contacts in such communities as the Government of Afghanistan, other donors, non-governmental organizations, professional groups, and other USAID Missions in the region in order to share lessons learned and identify good practices and opportunities to inform and improve USAID/Afghanistan M&E policies and procedures.

### **3. Supervisory Relationship**

The incumbent will work as a full member of USAID/Afghanistan OPPD Team, supervised by the MEL Team Leader. Annual evaluations of the incumbent's work performance will be prepared by the MEL Team Leader based on 360 input from OPPD colleagues and Mission technical offices the incumbent supported during the performance period.

### **4. Supervisory Controls**

None, the incumbent will provide guidance to Mission staff on tasks related to implementation of the M&E contract.

### **5. AREA OF CONSIDERATION:**

Cooperating Country Nationals (CCN), meaning an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

According to ADS 309.3.3, a "USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy.

### **6. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

### **7. POINT OF CONTACT:**

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov). Please note that applications submitted to this email address will not be considered.

**Note:** No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

**Education:** A Bachelor's degree in a field of development assistance (e.g. international studies/affairs, international development studies, business management, public administration, public health, economics, or another social science) field is required. (Education requirement must be met at the time of application for the subject position).

**Work Experience:** Incumbent must have a minimum of five (5) years of experience with a proven track record of programmatic and professional achievement in any of the following relevant areas: the development and implementation of successful M&E-related projects/programs; use and maintenance of M&E research tools/systems; management of M&E and data collection systems; evaluation design and management; development of performance indicators and frameworks to measure higher level outcomes and objectives; performance data synthesis and analysis; and implementation of performance management and reporting practices with bilateral or multilateral international development organizations, government institutions, and donor organizations. Incumbent's relevant work experience must demonstrate a progressive increase in technical and program management responsibility, including training to increase technical skills within teams, and experience to manage complex tasks. Incumbent's prior work experience should include management of M&E processes with USG or other bilateral or multilateral agencies or non-governmental organizations. (Work experience requirement must be met at the time of application for the subject position).

**Language:** Level 4 (Fluent) speaking/reading of English language and Level 4 (Fluent) speaking/reading of Dari or Pashto are required. (English language ability will be tested).

**Knowledge:** The incumbent must have a thorough knowledge of how M&E is integrated in international development programs and used to measure and evaluate the effectiveness of foreign assistance in achieving desired outcomes is required?. Exceptional communication and inter-personal skills are critical. Knowledge of the operating country context is required.

**Skills and Abilities:** The incumbent must have excellent initiative and demonstrated ability to plan and execute work assignments independently. The incumbent must have outstanding communication and problem solving skills and be able to work under pressure, including taking a leadership role to guide the MEL team as needed. Strong team work, inter-personal, and collaboration skills are essential. The incumbent must be able to function collaboratively and productively as a member of a multi-functional team, and must be able to work effectively in a team environment to achieve consensus on activities and administrative matters. The incumbent must have strong analytical capacity and the ability to produce and present factual and interpretative reports covering complex subject matters. The incumbent must also be able to communicate effectively and accurately with varying levels within the USG structure, including representatives of other U.S. government agencies at Post. The incumbent must be able to prepare reports, correspondence, briefing materials, and documents in a fully professional and competent manner requiring few editorial changes. Excellent command of software programs for e-mail, word processing, spreadsheets, and PowerPoint presentations is required.

## **III. EVALUATION AND SELECTION FACTORS**

Below factors will be used for screening candidates to be considered for English Proficiency

and written examination.

- |                        |                   |
|------------------------|-------------------|
| • Work Experience      | 40 points         |
| • Job Knowledge        | 20 points         |
| • Skills and Abilities | 40 points         |
| Maximum Points:        | <b>100 points</b> |

After an initial application screening, the best qualified applicants will be invited for a written examination, English Proficiency Test and or to an oral interview.

#### **IV. PRESENTING AN OFFER**

8. Applicants are requested to submit a complete application package which must include all required documents (provided below) to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a Subject line: **Development Program Specialist (Monitoring and Evaluation) (OPPD 18/19).**

Offers must be received by the closing date and time specified in **Section I, item 3.**

#### **REQUIRED DOCUMENTS:**

- a. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.
- b. Updated and signed version of Application for Employment as a Locally Employed Staff (DS-174)  
[https://af.usembassy.gov/wp-content/uploads/sites/268/Form\\_DS-174.doc](https://af.usembassy.gov/wp-content/uploads/sites/268/Form_DS-174.doc) (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) AND
- c. A current resume or a curriculum vitae

**IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV OR UPDATED/SIGNED DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.**

#### **Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure

to provide the required documentation will result the rejection of their application from further consideration.

Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

2. Offers must be received by the closing date and time specified in **Section I, item 3**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Pre-employment Medical History and Examination Form
2. U.S Embassy Kabul Security Certification Request
3. Appointment Affidavits Standard Form 61

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

BENEFITS and ALLOWANCES:

- a. **25% Unique Conditions of Work Allowance (UCWA)**
- b. **Transport Shuttle Service to Female Staff Only**
- c. **Premium Pay**
- d. **Leave Benefits**
- e. **Medical Benefits**
- f. **Death and Disability Benefits**
- g. **Retirement and other end of service benefits**
- h. **Travel and TDY Benefits**

## **VII. TAXES**

Local Employee Staff (CCN) is responsible for paying local income taxes. The U.S Mission does not withhold year end local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .



3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch**,” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.